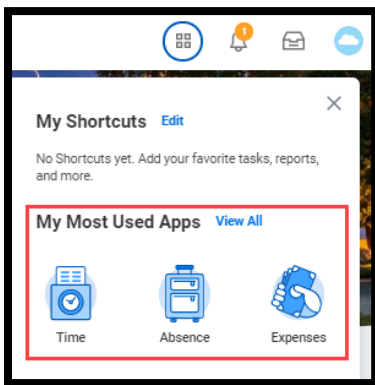The Header bar on the Home page has four icons on the right side: My Shortcuts, Notifications, Inbox, and Profile picture. **My Shortcuts** shows you the **three** most frequently used worklets and allows you to configure up to **10 shortcuts** directly to tasks and reports that you use the most.
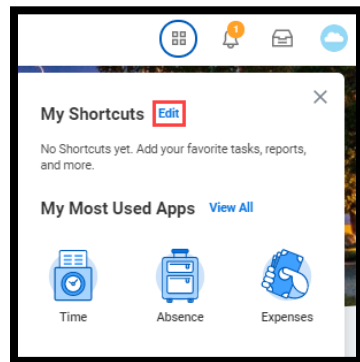

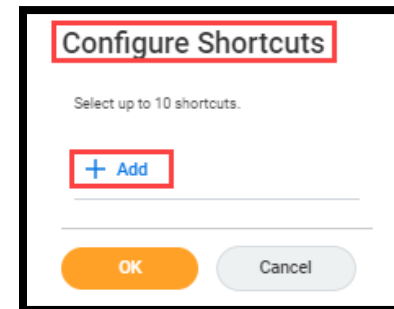**1.** Click on the **My Shortcuts** icon ⊞ -- notice the three **Most Used Apps.**

Note: These apps will vary by employee and recent usage.

2. Click on an app (worklet) icon to go directly to that application in Workday.

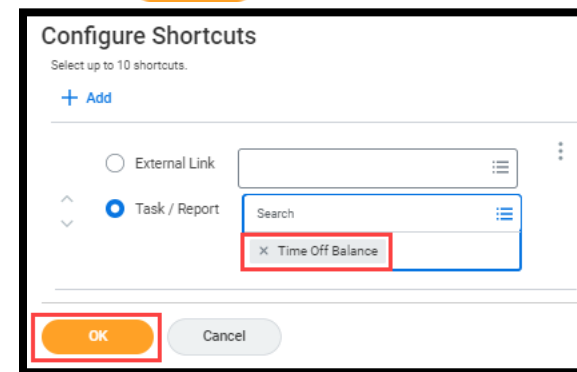**3.** Click on **Edit** to add or delete shortcuts

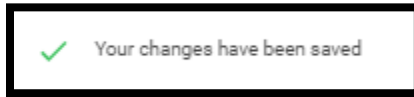**4.** The first time you add a shortcut, you will see **Configure Shortcuts.** Click on ➕ Add

5. Select which option you want to add (**External Link** or **Task/Report**) or just click in the appropriate **Search** box and type the name of the link or click on the menu icon ≣ for more guidance in selecting your option.
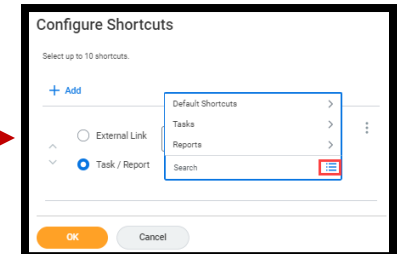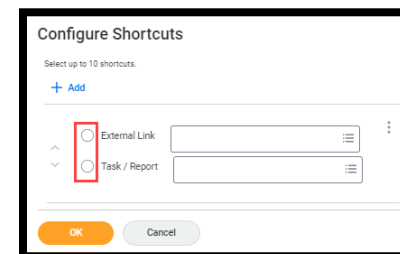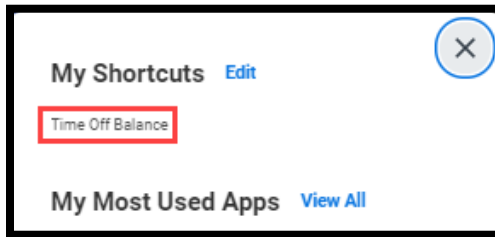

6. Click OK

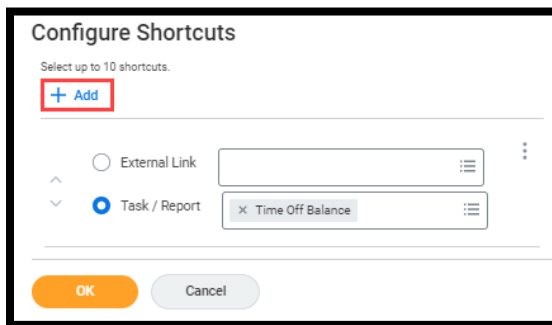**7.** A notification pops up telling you your changes were saved

8. Click the **My Shortcuts** icon ⊞ to see your changes

9. Click **Edit** to add more shortcuts

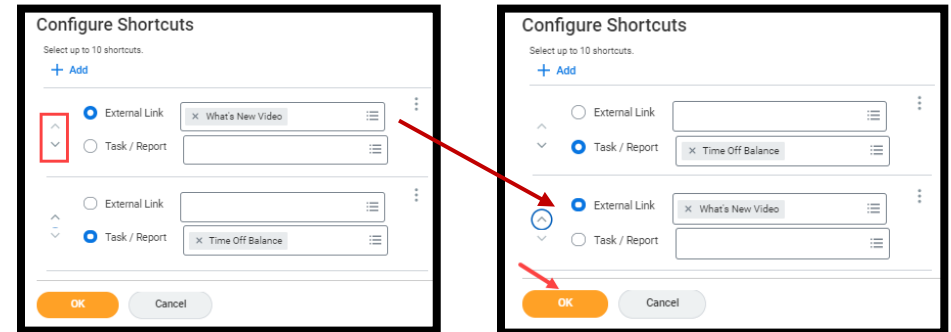**10.** Click ＋ **Add** to add another shortcut

📝 **Note:** Your previous selections will be listed.

11. Follow steps 4 & 5 above

12. To change the order of your shortcuts, click on the **My Shortcuts** ⊞ icon and then click **Edit**

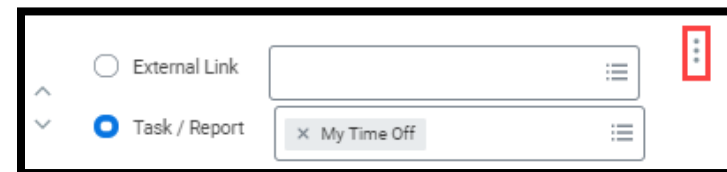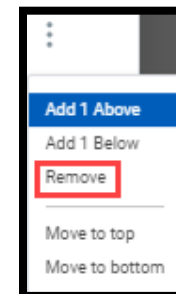**13.** Click on the up or down arrow to move your shortcut

14. Click **OK**

15. To **REMOVE** a shortcut, click the **My Shortcuts** icon ⊞

16. Click **Edit** to access your list of shortcuts

17. Click the **related actions** icon ⋮

18. Click on **Remove**

Note: The **related actions** icon also allows you to add a new shortcut (either just above or right below the selected option) as well as change the order of your selections.